

AmeriCorps Gear Ordering Instructions for VISTA

Updated June 2024

Below are step-by-step instructions, including screenshots, on how you, a member in the VISTA program, can order your free AmeriCorps Gear items.

Please note: You are eligible to place one order; please make sure to add all eligible items you want before submitting the order. All orders are final, and exchanges are not permitted.

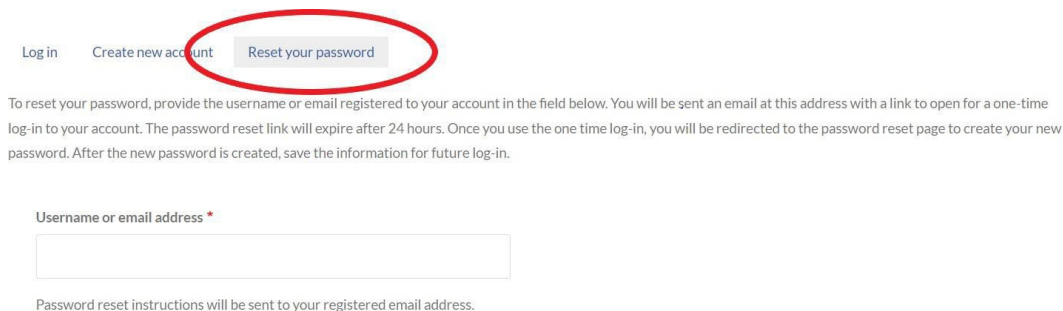
Follow each step of the instructions below to avoid any delays in your order.

If you do not have a street address where UPS can deliver (i.e., you have a P.O. Box address) or reside in Puerto Rico or the U.S. Virgin Islands, please **STOP HERE** and email VISTAGear@americorps.gov for further instructions.

1. An account has been created for you using the email address from your My AmeriCorps account. Go to the promote.americorps.gov website and click on “Log In” on the upper right-hand side of the webpage.



2. Click on “Reset your password” and reset your password using the email address from your My AmeriCorps account.



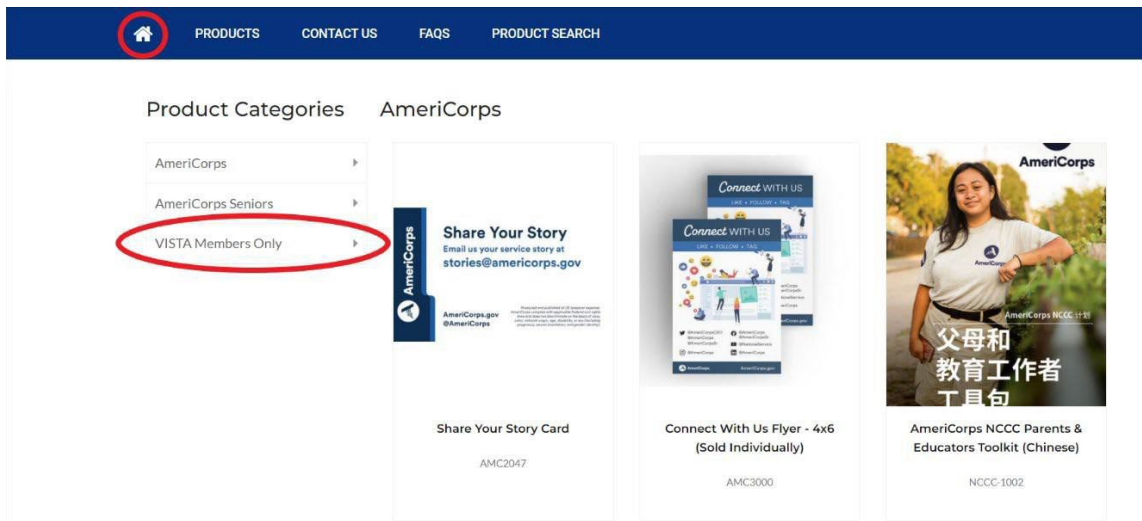
Log in Create new account **Reset your password**

To reset your password, provide the username or email registered to your account in the field below. You will be sent an email at this address with a link to open for a one-time log-in to your account. The password reset link will expire after 24 hours. Once you use the one time log-in, you will be redirected to the password reset page to create your new password. After the new password is created, save the information for future log-in.

Username or email address *



3. You will receive an email with a link to reset your password. Follow the instructions to reset your password. **Do not create a new account. This will not grant you access to the website. Use the reset password function.**
4. Once you reset your password on the ordering site, you will receive a confirmation message and will be automatically logged into the ordering system.
 - a. If you have issues and/or are locked out of your account, please email VISTAGear@americorps.gov and include pictures of any errors.
5. Click on “Home” at the top of the page. Then, under “Product Categories,” select “VISTA Members Only.”



6. You may order **one** of each item listed below. Scroll through the pages to select your items and add them to your cart. As an alternate option, use the “Product Search” feature next to the “Home” button to search for items and add them to your cart:
 - a. You can search by Item Name (i.e., AmeriCorps VISTA Journal) or the ‘SKU’ code (i.e., AMC1020).

As a **Member**, you are eligible to order the following items:

Item Name	Sizes (unisex)	SKU
AmeriCorps Member Uniform Polo (Grey)	XS-4X	AMC0025
AmeriCorps Member Uniform T- Shirt (Grey)	XS-4X	AMC0002
AmeriCorps Member Hoodie (Grey)	XS-4X	AMC0008
AmeriCorps Member Winter Hat (Black)	One size	AMC0103



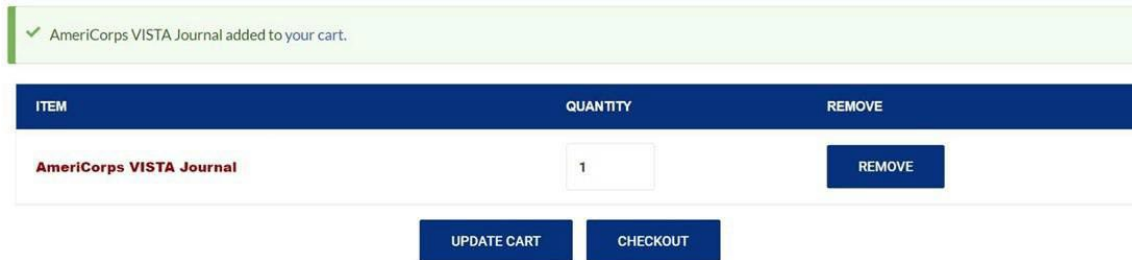
AmeriCorps VISTA Lapel Pin	One size	AMC1003
AmeriCorps VISTA Water Bottle	One size	AMC1124
AmeriCorps VISTA Journal	One size	AMC1020

Please Note: Do not order the Blue AmeriCorps Leader Uniform Polo or Messenger Bag. Members are not eligible for these items.

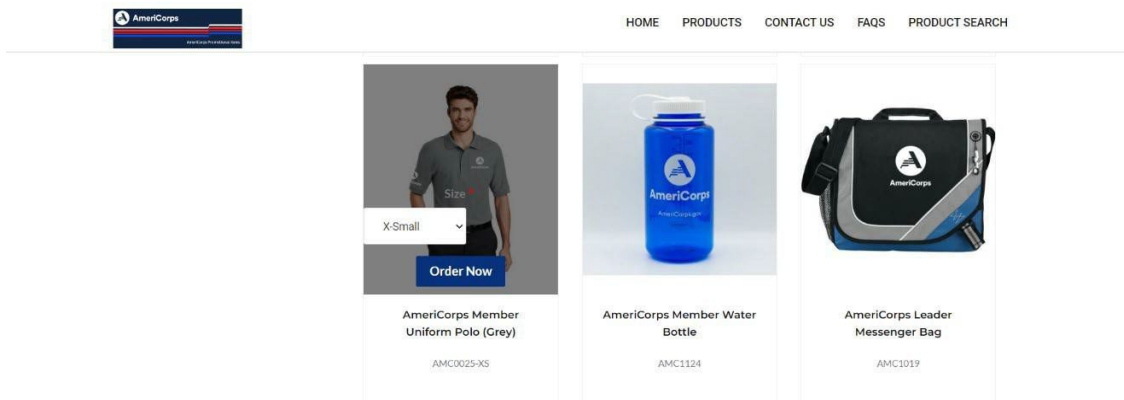
If you are a **VISTA Leader**, you can order a Messenger Bag and substitute the AmeriCorps Member Uniform Polo (Grey) for the AmeriCorps Leader Uniform Polo (Blue).

Item Name	Sizes (unisex)	SKU
AmeriCorps Leader Uniform Polo (Blue)	XS-4X	AMC0024
AmeriCorps Leader Messenger Bag	One size	AMC1019

- To add to your cart, click on the image and then click “Order Now.” If it was successfully added to your cart, you will see a green confirmation message and checkmark.



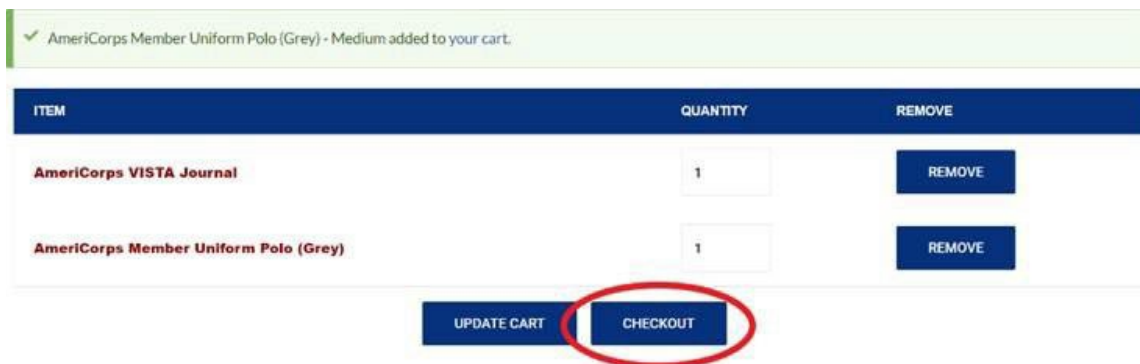
To add the AmeriCorps Member Uniform Polo (Grey), AmeriCorps Leader Uniform Polo (Blue), AmeriCorps Member Uniform T-Shirt, and/or AmeriCorps Member Hoodie (Grey) to your cart, hover your mouse over the image. A size dropdown menu and order button will appear, as shown below. Click on your





preferred size and then click “Order Now.”

8. To continue shopping, go back to the Home screen and under “Product Categories” select “VISTA Members Only” or select “Product Search” to search items and add them to your cart.
9. Repeat steps 6 – 8 until you have selected all your eligible items.
10. After you select your final item and add it to your cart, you will be automatically directed to your cart to review your order.
11. Review your order to see that you have included only eligible items, as mentioned above in step 6. **If you order items you are not eligible to receive, your order will be modified prior to approval.** Once finished, click “Checkout.”



12. For your shipping information, **please enter your home mailing address or your project site’s mailing address, if preferred. It must be a street mailing address, not a P.O. Box.**
 - a. List the name of your project site in the “Company” box.
 - b. If you do not have a street address where UPS can deliver (i.e., you have a P.O. Box address), please email VISTAGear@AmeriCorps.gov for further instructions.
 - c. Please be sure to add your Apartment, Building, and/or Suite number, if applicable. This is important to ensure you receive the delivery of your order.
13. Do not expedite your order. No orders will be approved to be expedited.
14. Click “Continue to Review.”
15. Review your order at the top of the screen to ensure all items are added. In the Order Justification box, please include **ONLY** the following:

YOUR NAME – START DATE – PROJECT SITE NAME



*If you were unable to add eligible items to your order due to system errors, please add a note in the justification box after "YOUR NAME – START DATE – PROJECT NAME" that includes the item name (and size if applicable). Ex: John Doe - 01/01/2024 - Helpful VISTA Org - Unable to add Medium AmeriCorps Member Uniform Polo (Grey)

16. Click "Complete Checkout".

17. You will receive an email that your order is complete with your order number. The order will now be reviewed for approval. If approved, you will receive another email confirmation with a UPS tracking number. You can track your package by clicking on the link in your email.

If you have any questions or encounter technical issues when ordering your AmeriCorps Gear, please contact us at VISTAGear@americorps.gov or via the AmeriCorps Hotline at 1 (800) 942-2677. Please ensure emails include your first and last name, account username, service start date, and details of the issue. We will try to respond to your inquiry within 24 – 48 hours.